



IDAHO REAL ESTATE COMMISSION
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<i>Commission Use Only</i>	
Approved by/Date: _____	
Effective Date: _____	Expires: _____

Real Estate Instructor Approval Application

(This application should only be completed for those interested in teaching Commission developed material.
See page 2 of this application for examples.)

THIS COMPLETE APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE FIRST COURSE OFFERING.

Required Attachments

Checklist	Attachments	IREC Only
	Three professional reference letters	
	Proof of education by designation, certification, degree, license, or class attendance, as stated below by applicant	
	Documentation of experience by license history and/or second party verification, as stated below by applicant	
	Explanations, court final order/opinion, to Section F if applicable	
	\$50 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted at least 60 days prior to any proposed course offering	

A. Personal Information (Upon approval of the application this information will appear on IREC's website)

Name: _____ SSN or License #: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Fax: _____ Who will be your mentor teacher? _____

B. Minimum Qualification (indicate which one applies)

Check	Qualification (54-2032 to 54-2034, I.C.)	Documentation Required
	Qualified or full-time instructor or professor of an accredited college or university in any state or jurisdiction and who teaches real estate related courses.	School administrator's letter documenting qualifications.
	Individual currently approved or certified and in good standing as a real estate instructor for the same or similar course material in any other state or jurisdiction.	Jurisdiction documentation.
	Individual who is appointed to teach a nationally recognized real estate course which is generally accepted in other states or jurisdictions.	Appointment or jurisdiction documentation.
	Individual who has completed the Distinguished Real Estate Instructor (DREI) designation from the Real Estate Educator's Association.	Copy of certificate or letter of Award.
	Individual with at least 5 years active real estate –related experience AND who has or intends to successfully complete a Commission-approved instructor training procedure, including a student teaching period.	Copy of license history.
	Attorney actively licensed in any state or jurisdiction with at least 5 years of active practice in the areas of study proposed to be taught; AND who has or intends to successfully complete a Commission-approved instructor training procedure, including a student teaching period.	Copy of law degree.
	Special consideration requested based upon educational background and experience	Letter from applicant describing education and experience including documentation verification; AND second party verification of experience.

C. Professional References (attach letters)

Each instructor applicant must provide at least three professional reference letters attesting to the applicant's knowledge of and ability to instruct the subject matter the applicant wishes to teach.

D. Subject qualification (indicate all that apply)

In considering whether a person could reasonably be expected to train or prepare the average student in a particular subject, the following factors in addition to the minimum standards as set forth in the law will be considered. These factors have been established based on the normal and usual training and experience prevailing in a particular subject. Indicate with a checkmark the specific criteria under which you qualify to teach any of the following topics. The Commission will review special consideration requests made in writing based upon educational background and experience.

Check	Course	Qualifications
	Module 1 and 2 (Salesperson Prelicense Courses)	Applicant should have at least 5 years active real estate experience.
	Brokerage Management (Broker Prelicense Course)	Applicant should have an active broker's license, and at least 5 years active real estate experience.
	Law (Broker Prelicense Course)	Applicant should be an active practicing attorney.
	Finance (Broker Prelicense Course)	Applicant should have at least 5 years active real estate experience and/or finance.
	Valuation and Analysis (Broker Prelicense Course)	Applicant should be actively practicing as a state licensed or certified appraiser.
	Business Conduct and Office Operations (Broker Prelicense Course)	Applicant should have at least 5 years active real estate experience and be an active licensed broker.
	Continuing Education CORE Course	Applicant should have at least five years active real estate experience and must attend a live Commission CORE continuing education course.

E. Teaching Qualification (indicate all that apply to you)

Indicate with a checkmark how you have gained education and experience to EFFECTIVELY COMMUNICATE the subject matter. You must provide evidence (i.e. transcripts, certificates, course evaluation).

1. ADULT LEARNING THEORY

_____ Obtained a state teaching certificate, successfully completed college course in education or adult learning, OR

_____ Completed (or plan to complete no later than _____) an IREC Instructor Development Workshop (formerly Train The Trainer) Or similar, **AND**

2. TEACHING EXPERIENCE

_____ Obtained professional teaching designation from the NAR or REEA, or

_____ Taught seminars/workshops in schools or in an equivalent setting, or

_____ Requesting permission to begin assistant teaching program through Idaho Real Estate Education Council

F. Additional Information (please answer both questions)

1. Have you ever had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by any state or jurisdiction?

_____ NO _____ YES (attach explanation, court final order/opinion)

2. Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or misdemeanor involving fraud, misrepresentation, or dishonest dealing in a court of proper jurisdiction?

_____ NO _____ YES (attach explanation, court final order/opinion)

IRREVOCABLE CONSENT TO SERVICE: In accordance with the laws of the state of Idaho to transact business as an instructor in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to notify the Commission in writing of any change thereto.
(54-2033(2bii), I.C.)

Applicant signature _____

Subscribed and sworn to me this _____ day of _____

Signature of notary public

Residing at _____ My commission expires _____